Downloading Your Report Files

Once you have logged onto _Employer Contribution Reporting Login_ you will get the following instructions:

(If you have never installed the Retirement program on your computer, follow the instructions in this section. If you have already downloaded and installed the Retirement program go to the section "Updating Your Retirement Program" at the bottom of this page.)

1.   Download the Software Installation package called Retirement.exe by clicking the "Download Retirement.exe Here" link below these instructions.

2.   Close all the applications that are running on your PC before you begin the installation process.

3.   Start Windows Explorer and select the folder that contains the downloaded Retirement.exe program

4.   Double click on Retirement.exe; this will begin the automated unpacking process. **Please read the instructions displayed during the unpacking process.**

5.   The automated process will create a folder on your C:\ Drive called C:\Retirement Installer. Insure that you have Administrative Privileges on your Windows NT, 2000, or XP computer!

6.   At this point the unpacking process is complete and the automated process will start the installation of the Retirement program.

7.   A Welcome to the Retirement installation program message will appear with a warning to close all applications running on your PC. Click the OK button.

8.   A message will be displayed saying Begin the installation by clicking the button below. Click the large button with the picture of the PC on it.

9.   A message will be displayed asking if you want to choose a program group. Click the continue button. After the program is installed, a message will be displayed saying, Retirement Setup was completed successfully. Click the OK button.

10. After the Retirement program has been installed you will find instructions for its use in the "C:\Retirement Installer" folder in a Word document titled "Instructions for Using the Retirement Program".

[Download Retirement.exe Program Here!](#)

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Updating Your Retirement Program

(If you have already installed the Retirement program and want the latest updates to the program follow the instructions below.)

1. Download the Software Installation package called Update.exe by clicking the "Download Update.exe Here" link below these instructions.

2. Start Windows Explorer and select the folder that contains the downloaded Update.exe program

3. Double click on Update.exe; this will begin the automated unpacking process. Please read the instructions displayed during the unpacking process.

4. The automated process will create a folder on your C:\ Drive called C:\Retirement Installer. Insure that you have Administrative Privileges on your Windows NT, 2000, or XP computer!

5. At this point the unpacking process is complete and the automated process will start the update of the Retirement program.

6. After the Retirement program has been update a message will be displayed saying that the update is complete. Click the "OK" button.

Download Update.exe Program Here!

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Remember- You can register for the first time with your employer number as your login and select your own password from the Employer Login Page. If you need any assistance please contact SDRS at 773-3731 and we will help you through the process!